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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Highlights for Task Force Report

2503 DDA/REG LOGGED

STAT FR[redacted]
C/TSD/OTE
826 C of C

EXTENSION

NO. OTE 89-2

STAT DATE 3 April 1989

TO: (Officer designation, room number, and building)	DATE RECEIVED	DATE FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1. ~~Executive~~ Registry 7D18 HQS				
2.				
3. Ex. Assistant to DDA 7D24 HQS	4 APR 1989			
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

FORM 610 USE PREVIOUS EDITIONS
1-79

OIM-33

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OTE 89-2503
3 April 1989

MEMORANDUM FOR: Executive Assistant to the DDA

STAT FROM: [redacted]
Chief, Training Support Division/OTE

SUBJECT: Highlights

It is recommended that the following information be added to the "highlights" section of the Task Force's report.

1. By automating our registration process, OTE has significantly reduced the thru-put time of processing a Form 73, Request for Internal Training. We will soon be processing Forms 136, Requests for External Training on-line. Processing time for these forms will be reduced from being measured in terms of weeks to days. We also provide almost instant feedback on acceptance to many of our internal training programs, thereby allowing students to better schedule their activities.

2. The certification of advances and expenditures for external training has been decentralized from OTE to component B&F officers placing responsibility where it belongs. This change significantly reduces time of processing for those transactions.

3. Because of a number of discussions in the Task Force sessions, the issue of using automated forms and the resulting problems of "wet signatures" have been clarified and a process of solving these problems has been started. If this issue can be resolved, significant transaction cost savings, measured by factors of 2 or 3, will result.

STAT

for [redacted]

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TRANSMITTAL SLIP | DATE 4 April 1989

TO:

ROOM NO.	BUILDING

REMARKS:

STAT [redacted] called:

1. change in cash awards program
2. trial period call-ups

(highlights)

FROM:

ROOM NO.	BUILDING	EXTENSION

FORM NO. 241 REPLACES FORM 36-8
1 FEB 56 WHICH MAY BE USED

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CONFIDENTIAL

DATE: April 7, 1989

STAT NOTE TO: [redacted]

SUBJECT: Transaction Costs

[redacted] here's my informal comments to your call for remarks from the Office reps on efforts of the DA Transaction Costs task force. The press of business preculded a more timely, coordinate response. It was literally impossible to coordinate this with OC front office. STAT

Oc welcomed the DA Transaction Cost Reduction task force effort and was pleased to be able to share its own list of suggestions on how to reduce time, paperwork, coordination in obtaining goods or services from the Directorate of Administration. From all appearances the effort was an overwhelming success, from the standpoint that every Office within the Directorate was given ample opportunity to plead its case, to make its appeal. We found the periodic responses from the DDA to be especially timely and judicious, the answers thorough. Although OC was not 100% successful in getting delegation of authority from the Directorate down to the Office level, we felt there was an impartial "hearing" and that our cases were fully considered. The "exercise" of attempting to get a concensus on what should or should not go into an Office key services telephone directory was almost brutal, which rhymes with "futile."

From OC's perspective, the DA Transaction Costs task force accomplished a tremendous amount of good and we look forward to receiving a final report from the DDA which focuses on the bottom line figures for successful delegations of authority which occurred as a result of this effort. This was one of the better projects we can recall in recent ye

Regards & have good weekend

STAT [redacted]

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7 April 1989

STAT

MEMORANDUM FOR:

FROM:

SUBJECT: HIGHLIGHTS

In looking over the process the Task Force has gone through, there are a couple of items which were useful to OFM. First, though we have looked at most of the procedures questioned before, it always pays to take another look as things change rapidly in today's environment. Second, we were given the opportunity to advertise the fact that a lot of our procedures were the result of Congressional and other oversight requirements and are not easy to change.

Our office is often reexamining the need for procedures which appear to be cumbersome, but the customer never sees this process and assumes that our procedures are intended to be cumbersome. In answering concerns publicly, we were able to share the reasons for the procedures with other offices. As with many processes, financial accountability must remain a high priority if we wish to continue to operate with limited oversight into our business. While even OFM is not always happy with procedures, there is usually a reason for their existence. It is however, useful to examine the reasons on occasion.

The highlight in terms of new area of consideration for OFM would be the issue of allowing Imprest fund custodians to make cash disbursements prior to approval. This issue is still under examination, but is something which is extremely useful to consider.

STAT

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6 April 1989

STAT MEMORANDUM FOR:

FROM: Lee S. Strickland

SUBJECT: OIT Input to "Trans Cost Having Most Impact"

You have asked for our input as to those DDA Transactional Cost items have the most impact (i.e. savings) on the Agency. I think two items are/would be clear winners. First, the streamlining of the ADP STAT procurment process which includes revision of reduction of coordination points, upfront planning, and automation of Form 4340, Request for Voice/Data Services. Second would be the DA Services Guide if we go forward with the plan for it to be a "how to" guide for the 40-60-or more critical DA or Agency-wide services.

STAT Hope this helps. Call me on extension or via AIM STAT if there should be any questions.

Lee S. Strickland

Distribution:

- addressee
STAT -
-

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DATE: April 5, 1989

STAT NOTE TO: [redacted]

SUBJECT: TCTF Highlights

Per your request, [redacted] the following strike me as the highlights of my involvement in the Reducing Transactional Costs Task Force. In evaluating this list, please keep in mind the perspective that I'm coming from: OMS has had relatively little to do as far as Task Force items, and while OMS management has been in favor of several of the proposed changes, none struck me as having overwhelming ramifications for the Office. These points, therefore, reflect my experiences as a research psychologist, a first-line supervisor, and an Agency employee. STAT

o Adding OMS Review in the Approval of Non-Standard Work Schedules:

This is an anomaly, since it may actually add transactional effort. However, its intent is to help protect the employee by involving professional expertise in the approval process in addition to administrative review.

o Improved PAR Call-up for Probationers After Three Years:

While overall a relatively minor point, I believe this could aid each employee once in his/her career. I, myself, narrowly avoided failure to produce a PAR for a member of my Branch because nobody, including our Personnel Officer, realized one was due.

o The Proposed Agency Functional Guide:

Although representing a tasking somewhat beyond the original charter, production of a guide may be the most visible product coming from the Task Force and may eventually have considerable use. In conjunction with the Supervisor's & Employee's Handbooks being produced by another DA Task Force, Agency employees may receive concrete, educational references on the way many things work, instruction for which may have been lacking or inadequate.

See you on the 17th.

PJ

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